
NEWS FROM THE MAIN OCCUPATIONAL HEALTH AND SAFETY COMMITTEE (HAMU)

At the HAMU meeting on 28 May 2018, Brian Bech Nielsen was elected chair and Susanna Holm Nielsen vice-chair of the committee. The committee consists of an occupational health and safety manager and an occupational health and safety representative from the four faculties and the administration.

Read more about the committee [here.](#)

The following items were on the agenda:

Work environment at AU: Risk assessments

HAMU decided that the occupational health and safety organisation should focus more on risk assessments in connection with physical as well as psychological work environment issues.

HAMU emphasised the importance of working more systematically with risk assessments to put focus on prevention.

A risk assessment may contain the following questions: How likely is it that an incident will occur? What are the direct consequences? What can we do to prevent the incident from happening?

It was decided to prepare a guideline for the specific local initiatives concerning risk assessments. The guideline will be ready as soon as possible. A specialist from AU HR can also facilitate discussions on this matter at Faculty Occupational Health and Safety Committee (FAMU)/Administration Occupational Health and Safety Committee (AAMU) meetings. Please contact your [contact person in AU HR's work environment team](#) if you want to know more.

Production unit numbers (P numbers)

At the meeting, the process concerning inspection visits from the Danish Working Environment Authority was discussed. The Danish Working Environment Authority selects units based on the organisation's P numbers. In this connection, a memo has been prepared about the connection between P numbers and the unit register. The memo also describes the local units' responsibility in relation to reporting changes to the unit register to ensure that, for example, PURE and AUHRA are updated.

The memo is available on this [website](#). (in Danish)

Procedure for user involvement in connection with construction projects

HAMU also discussed user involvement and any inconvenience in connection with construction projects. Based on an Aarhus BSS memo, the four heads of building services have prepared an AU memo which describes the various roles and the responsibilities of Estates Facilities and the affected users during the process. At the meeting, it was specified that reconstruction projects etc will take place from time to time, and therefore, it is important to balance expectations concerning an acceptable and unacceptable level of noise. Noise regulations define noise limits, but often it is more about starting a dialogue.

The occupational health and safety organisation can use the memo as a guideline in specific situations to ensure that reconstruction projects are handled in the best possible way.

The memo will be made available [on the website](#) as soon as possible.

OCCUPATIONAL HEALTH AND SAFETY COURSES AT AU - AUGUST 2018

Aarhus University's compulsory occupational health and safety courses will be held at AU for newly elected occupational health and safety representatives and managers in the occupational health and safety organisation.

[Occupational health and safety course on 21, 22 and 30 August 2018](#)

Remember to sign up for this course by 6 August 2018 at the latest.

INFO MEETING ON EMERGENCY RESPONSE AT AARHUS UNIVERSITY

Join the meeting and learn more about AU's emergency response.

An information meeting about AU's emergency response will be held on 24 August from 9:30 to 12:00.

At the meeting, you will learn more about:

- AU's emergency response
- Legislation and collaboration with government agencies and institutions
- Risk assessments
- Internal alarms and the emergency management team
- Warning, alarms and evacuation at AU

[Sign up for the meeting here](#) (in Danish)

The meeting is for the occupational health and safety organisation at AU as well as for relevant people from HR, communication and buildings supervision.

The information meeting will be held in the Per Kirkeby Lecture Theatre (Lakeside Lecture Theatres).

The meeting will be live-streamed. A live stream link will be available on the [website](#) approx. one week before the meeting.

Organiser: Emergency response coordinator [Anders Kragh Moestrup](#)

COMPUTER GLASSES AND SAFETY GLASSES

Staff members at Aarhus University working in front of a computer on a regular basis are entitled to an eye test and possibly computer glasses if it is deemed necessary. Staff members who need glasses to carry out work requiring safety glasses are entitled to prescription safety glasses.

As of 1 June 2018, an agreement has been made with Synoptik, Louis Nielsen and Dansk Erhvervsøptik for the delivery of **computer glasses** to Aarhus University.

When ordering computer glasses, you need to print and complete a request form from either Synoptik, Louis Nielsen or Dansk Erhvervsøptik.

As of 1 June 2018, an agreement has also been made with Synoptik and Louis Nielsen for the delivery of **prescription safety glasses** to Aarhus University.

When ordering prescription safety glasses, you need to print and complete a request form from either Synoptik or Louis Nielsen.

Read more and download the request form [here](#).

PSYCHOLOGICAL COUNSELLING AT AU

Does an employee or a colleague need psychological counselling in your unit? Aarhus University cooperates with Dansk Krisekorps on providing psychological counselling in connection with work-related problems. The scheme comprises both consultation by referral and anonymous counselling and can be used by all AU employees.

You can read more about [psychological counselling](#) here.

MATERIALS FROM THE WORK ENVIRONMENT THEME DAY ON 17 MAY 2018.

Did you attend the work environment theme day on 17 May 2018, or do you wish that you did?

Here you can find [presentation and workshop material](#) from the theme day (in Danish).

DO YOU KNOW HOW TO PREVENT ILLNESS DUE TO STRESS?

When a member of staff needs to talk to his/her manager about the workload, a lot can be at stake. In a new report, it is stated that if the manager handles the situation in the right way, it may be possible to prevent illness due to stress.

Read more about [how managers can take preventive measures to avoid illness due to stress](#) (in Danish).

WORKING DAYS WITHOUT STRESS

New inspiration for occupational health and safety groups at institutions of higher education and research.

The *Branche Fællesskab Arbejdsmiljø – Velfærd og offentlig administration* (trade association for work environment) will hold a launch meeting in Aarhus on 3 September 2018 from 13:00-16:00, and in Copenhagen on 10 September from 13:00-16:00.

Participation is free of charge.

New material and tools for the occupational health and safety groups' work on psychological work environment will be introduced at the meeting.

Read more here: [Meeting about working days without stress](#) (in Danish)

NEW LEAFLETS ON THE PROCESS INVOLVED WHEN REPORTING WORK-RELATED INJURY/ILLNESS

Two leaflets about stress, depression and physical illness provide information on the process involved from the time when a work-related injury/illness is reported and until the case is completed and closed.

The leaflets are produced by the Department of Occupational Medicine in Herning.

Read more about the process here: [What happens when you report a work-related injury/illness](#). (in Danish)

ABOUT THE NEWSLETTER

'News about work environment' is a newsletter with information and news about work environment for AU staff.

You can register for the newsletter [here](#).

DO YOU WANT TO KNOW MORE ABOUT WORK ENVIRONMENT?

If you want to know more about work environment and keep up-to-date on the latest knowledge as well as be inspired in relation to the work in the occupational health and safety groups and committees, you can subscribe to free newsletters by clicking the links below:

[Branche Fællesskab Arbejds miljø – Velfærd og offentlig administration \(trade association for work environment\) \(in Danish\)](#)

[The Danish Working Environment Authority's newsletter \(in Danish\)](#)

[Videnscenter for arbejdsmiljø \(the Danish work environment knowledge centre\) - Newsletters \(in Danish\)](#)

[Arbejds miljørådet \(the Danish work environment council\) - News \(in Danish\)](#)

CONTACT US

If you have comments or suggestions for the next newsletter, please send an email to arbejds miljo@au.dk.

If your colleagues wish to subscribe to the newsletter, they can sign up on [the website](#).

Kind regards,

[AU HR, Development and Work Environment, Team Organisation and Work Environment](#)
